

Utah Interagency Task Force Data Subcommittee: “STRATEGIC PLAN”

January 2003

MISSION STATEMENT (1990)

"The Cultural Resource Data Subcommittee's mission is to establish and maintain mechanisms for exchanging cultural resource data among participating agencies. The subcommittee's goals and purpose are to establish networks and communication methods in which existing databases can communicate and coordinate with each other."

****NOTE:** This is not to be construed as delegation of any agency's data management responsibilities. The role of the Data Committee is *not* to administer a single database that serves all of the agencies' data management needs. The role is to ensure that the electronic data needed by all member agencies and maintained by the Utah Division of State History (UDSH) remains accessible to member agencies, thus reducing or eliminating redundant data entry.

MEMBERSHIP

The Data Committee exists as a subcommittee of the Interagency Task Force on Cultural Resources, established in 1988. The Task Force was chartered at the direction of Governor Norman Bangerter in response to severe vandalism of archaeological resources in Utah. Signatories of the original 1988 Memorandum of Understanding include: the Bureau of Land Management, National Park Service, USDA Forest Service, and the State of Utah.

The membership of the Interagency Task Force Data Subcommittee will now consist of a single representative from each federal and state agency with cultural resource data management responsibilities in the State of Utah. The representative must have the authority to speak for his or her agency throughout the State. The Archaeological Records Manager for UDSH/SHPO will be the chairperson for the Committee. Additionally, a representative from the Utah Automated Geographic Reference Center (AGRC), Eric Ingbar from Gnomon, Inc. (or other Data Management Specialist(s) as needed), and a representative from the University of Utah may participate as technical consultants. Those agencies and current representatives are as follows:

Agency	Title	Name
Utah Division of State History (UDSH/SHPO)	Archaeology Records Mgr	Kristen Jensen, chairperson
National Park Service (NPS)	Archaeologist	Adrienne Anderson
Bureau of Land Management (BLM)	BLM State Archaeologist	Garth Portillo
Utah School and Institutional Trust Lands Administration (SITLA)	Lead Staff Archaeologist	Kenneth Wintch
USDA Forest Service (USFS)	Utah Rep. Regional Heritage Services Team	Marian Jacklin
Hill Air Force Base (HAFB)	Base Archaeologist	Jaynie Hirschi
Dugway Proving Ground (DPG)	Cultural Resources Officer	Kathleen Callister
Utah Department of Transportation (UDOT)	NEPA/NHPA Coordinator	Reed Soper/Betsy Skinner
Bureau of Reclamation	Regional Archaeologist	Barbara Blackshear
Utah State Parks (State Parks)	Heritage Parks Coordinator	Karen Krieger

****NOTE:** Other agencies that meet the criteria for membership, but are not listed here may also participate.

The following rules of membership apply:

- An agency representative may send a proxy to meetings, but the official representative must notify the chairperson before the meeting. Individuals who have not been formally appointed by an agency representative will not be able to participate as an agency representative.
- Non-member interested parties are welcome to attend regular Data Committee meetings as observers and may request floor time if the topic calls for outside input, but only formal members will sit at the table as regular participants.
- Agencies may be members of the Data Committee without being members of the Interagency Task Force, but they must be aware that the Data Committee operates under the umbrella of the Interagency Task Force and will adhere to its charter, goals, and guidelines.
- Private organizations are not eligible for membership on the committee, although the committee and/or UDSH may consider collaborating on individual projects that contribute significantly to the overall goals.

DECISION-MAKING PROTOCOL

The Interagency Task Force Data Subcommittee has not been identified as having the authority to impose its decisions on any agency. The committee was established to achieve consensus and cooperate whenever possible. Efforts will be made to resolve concerns, but if there can be no consensus, then the issue will not be dealt with in this committee.

****NOTE:** The Committee may employ a simple method of "pulse-taking" in achieving consensus. When called for, members will raise 1 finger if they are in full agreement, 2 fingers if they agree with some reservations or are neutral, and 3 fingers if they oppose. If an agency is opposed, they should be prepared to propose an alternative or reason for their opposition. If an agency is proposing a change, they must have the means for implementing it, whether personally or by arranging with others. This method was unanimously agreed upon with a raise of fingers (all 1's).

FUNDING AND COMMITMENT

No agency is able to commit long-term funds. Each member agency has agreed in good faith to provide whatever amount of funding they can each year toward the common effort. Member agencies that are not able to contribute funds must make an in-kind contribution to the group's work plan, namely, providing electronic data to the Utah SHPO in the format necessary to incorporate it directly into statewide inventory.

Financial report will be disclosed at each meeting.

PRIMARY GOALS

"This subcommittee will develop goals and objectives that will include such things as standards, methods of communication, coordination, cooperation, data entry standards, data entry locations, maintenance of the data base, etc." (1990)

- #1. **GOAL:** Complete and maintain a statewide GIS-Based inventory of archaeological sites and projects conducted in the State of Utah;
- #2. **GOAL:** Develop web-based project tracking system to integrate compliance review, resource info, report info, etc.;
- #3. **GOAL:** Create a site record generator application to input data directly into UDSH database;
- #4. **GOAL:** Create online access for GIS and other electronic data (site info, project data, project tracking, administrative data, scanned source documents).

Intermountain Antiquities Computer System (IMACS)

The Interagency Task Force Data Subcommittee assumes responsibility for the administration of IMACS. The agencies represented, particularly the Utah SHPO, finance and are directly responsible for the administration of site records and are presumed to be the proper parties for this task. With this responsibility, member agencies commit to using a common IMACS data dictionary for site recordation.

- Appendix A. 1988 Memorandum of Understanding*
- Appendix B. 1990 Data Subcommittee "Charter"*
- Appendix C. Interagency Task Force Data Committee Work Plan*

MEMORANDUM OF UNDERSTANDING
BETWEEN
FOREST SERVICE USDA
BUREAU OF LAND MANAGEMENT USDI UTAH
NATIONAL PARK SERVICE-USDI
STATE OF UTAH

A. INTRODUCTION

The State of Utah holds a vast storehouse of prehistoric and historic values left by numerous inhabitants ranging from many centuries BC to recent times.

The scientific value and data from the State have only been partially recovered through scientific archaeological investigations. However, since settlement in the 19th century, archaeological materials have been subject to unscientific recovery processes, vandalism, and damage to varying degrees over much of the area formerly inhabited by ancient cultures.

The majority of the culturally rich land is Federally administered by the Bureau of Land Management, Forest Service, and the National Park Service, as well as intermingled State lands. Various laws governing the protection and management of cultural resources on Federal lands pertain to all three agencies. Separate management by each agency over the State often results in duplication and overlapping management actions that could be coordinated toward more efficient management and protection of the cultural values in an integrated manner. It is to the mutual benefit of the people of the United States and the State of Utah for the Federal agencies and the State to mutually agree to a process leading to coordinated management and protection of the cultural resources in the State.

This Memorandum of Understanding sets forth a process for the development of coordinated plans of management for various parts of the State as Federal land managers and the State deem necessary for protection and management of the cultural and archaeological resources. A pilot coordinated plan will be developed for an area in the southeast portion of the State.

Within this area of the State there exists a wealth of prehistoric cultural data, information, and materials including that left by the Anasazi Indians who inhabited the area until about 1300 AD. This culturally rich area is nationally significant as well as an important asset to the people of the State of Utah. However, it has been vandalized and damaged over a large part of the area for decades.

While much scientific data remains, a coordinated management plan needs to be developed to focus efforts toward protection, stabilization and data recovery for appropriate interpretation and preservation for future generations.

B. ORGANIZATION

There is hereby established an Interagency Steering Committee consisting of the following membership:

The Associate State Director, Bureau of Land Management, State of Utah
The Deputy Regional Director, National Park Service, Rocky Mountain Region
The Deputy Regional Forester, Forest Service, Intermountain Region
The Utah State Historic Preservation Officer

There are hereby established four subcommittees whose membership will be one or more representatives from each of the three Federal agencies and the State of Utah at the discretion of the Steering Committee;

A Subcommittee on Cultural Resources
A Subcommittee on Public Education
A Subcommittee on Public Involvement
A Subcommittee on Law Enforcement

Additional subcommittees may be added or deleted from time to time at the discretion of the Steering Committee.

There is hereby established an ad hoc interagency work group to develop and implement an operating plan for the Southeast Utah Pilot Plan consisting of the following:

The Superintendent of the Canyonlands National Park
The Forest Supervisor of the Manti-LaSal National Forest
The District Manager of the Moab District of the Bureau of Land Management
The Regional Manager - SE Region - Utah State Div. of Parks and Recreation.

Ad hoc interagency work groups may be established or deleted by the Steering Committee as the need exists, and other operating plans may be developed as needed.

In addition, coordination may be needed from time to time with other Federal and State agencies and interested parties.

C. OPERATIONS AND RESPONSIBILITIES

STEERING COMMITTEE

The Steering Committee sets policy and overall direction for the management and protection of the cultural resources of the area; develops long-term goals and objectives and gives general direction for development of operating plans to ad hoc interagency groups. Concurs with annual operating plans and assists implementation by arranging interagency/State financing and/or contributed services to the protection and management of the cultural resources in accordance with operating plans. Arranges for appropriate membership on subcommittees and ad hoc interagency groups. Adds or deletes subcommittees and ad hoc interagency groups as needed. Develops subsequent memorandums of understanding or agreement as needed.

SUBCOMMITTEES

Acts as staff expertise to the Steering Committee and ad hoc interagency groups as needed in developing staff papers or assisting with technical expertise. Prepares reports as needed and directed. The Chairmen of the subcommittees may be changed periodically at the discretion of the Steering Committee.

AD HOC INTERAGENCY GROUPS

Utilizing the goals, objectives, and direction of the Steering Committee and with the assistance of subcommittee as needed, develops and revises annual and longer term operating plans for the management and protection of the cultural resources of a selected area of the State. Assumes leadership for implementation of the operating plans and maintains a coordination link between field implementation and the Steering Committee. Prepares and presents written and verbal reports to the Steering Committee as needed.

MEETINGS AND CHAIRMANSHIP

Chairmanship of the Steering Committee will rotate every two years among the four members with no member serving consecutive terms. The Associate State Director, BLM will be the initial Chairman. Succeeding chairmen will be selected by the Committee. The Committee will meet at least annually with other meetings called as needed by the Chairman.

Chairmanship of any interagency group will be determined by the group with the Chairman serving two years and no member may serve consecutive terms. The initial chairman for the Southeast Utah Pilot Plan will be the Superintendent of Canyonlands National Park. Meetings will be called as needed by the Chairman.

Annual proposed operating plans will be presented to the Steering Committee by October 15 annually, and finalized by February 1. A report on the past year's accomplishment will be submitted annually with the proposed plan.

Nothing in this Memorandum of Understanding shall be construed as obligating the United States Government or the State of Utah in the expenditure of funds or for the future payment of money in excess of appropriations authorized by law.

This Memorandum of Understanding shall become effective when signed by all parties, and shall remain in force until thirty (30) days after written notice of a desire to terminate it is served on any of the parties by the other.

APPROVED

Kent Conrad, Acting
Utah State Director
Bureau of Land Management

4/11/88
Date

Jack Neel
Regional Director, National Park Service
Rocky Mountain Region

4/14/88
Date

O. J. A. Bader
Regional Forester
Intermountain Region
USDA Forest Service

4/11/88
Date

Norman H. Bengtson
Governor, State of Utah

4/11/88
Date

Cultural Resource Data Subcommittee
Utah Interagency Cultural Resource Task Force

September 27, 1990 Meeting

The initial meeting of the Cultural Resource Data Subcommittee of the Utah Interagency Cultural Resource Task Force was held at the State Historic Preservation Office at 9AM on September 27. The meeting adjourned at 11 AM.

In attendance were: Tom Scott, (Chair), Max Evans, Evelyn Seelinger, Craig Harmon, Al Lichty and Tom Jensen. Absent were Adrienne Anderson and Dennis Goreham.

AGENDA

The following agenda items were recommended by the Chair, but considerable free discussion and brainstorming took place giving individuals latitude to express ideas and develop common ground.

- 1) Define overall mission of this subcommittee.
- 2) Review subcommittee membership to accomplish mission.
- 3) Review request of Task Force for input by their December meeting, and develop information required by Task Force.

MEETING RESULTS

Agenda Item 1 - Mission

Max Evans took the lead in defining the general mission. The mission statement is:

THE CR DATA SUBCOMMITTEE'S MISSION IS TO ESTABLISH AND MAINTAIN MECHANISMS FOR EXCHANGING CULTURAL RESOURCE DATA AMONG PARTICIPATING AGENCIES.

This mission is formulated on the assumption that:

DATA WILL CONTINUE TO BE ENTERED, USED, AND STORED IN DISTRIBUTED, MULTI-AGENCY SYSTEMS.

Goals

To more clearly define the general mission some goals were listed.

1. Develop a multi-agency Memorandum of Understanding that agrees to:

Continue support and use IMACS standard data items and data exchange formats.

Encourage the use of field global positioning systems to improve the data accuracy.

Convert existing map data to computer systems.

Have Data Subcommittee deal with ramifications of GIS implementation when it begins, to include data exchange.

2. Develop short report on the current status and anticipated future conditions of participating agency computer systems.

Action Items

Specific action items were assigned to subcommittee members to begin work on. These were:

1. Specific recommendation to IMACS Council to add locational confidence variable to the site form and data set. (Lichty)
2. Investigate the costs of global positioning hardware and training and prepare short report on costs/benefit. (Seelinger)✓
3. Write draft interagency MOU in Goal 1 above. (Scott, Evans, Harmon)
4. Find out about or develop a forum or meeting for GIS/GPS so that agencies, committee members, professionals can learn about GIS/GPS equipment, technology, costs, etc.
5. Write short reports on current status and anticipated future conditions of agency computer systems. These will include hardware, software, who collects and enters data and how, with whom and how is data currently exchanged. Current and anticipated GIS/GPS capabilities. (Each for own organization).

Agenda Item 2 - Membership

Generally the subcommittee felt that its current membership was appropriate, but Craig Harmon was asked to be on the subcommittee, and he accepted. Additionally, it was thought that technical consultants should be available to the subcommittee from time to time. Recommended were Dave Prevedel (USFS) and Brent Jones (State of Utah). It was thought we ought to keep the Department of Defense informed of the Task Force and Data Subcommittee activities.

Agenda Item 3 - December Task Force Meeting Input

The next meeting of the Data Subcommittee is set for November 15, at 9AM at the SHPO's office. Work on action items 2, 3, and 5 should be accomplished, and other materials for the December Task Force meeting will be decided on at that time.

Utah Interagency Task Force Data Subcommittee:

"WORK PLAN"

January 2003

	Target Date	Lead
GOAL #1		
Complete and maintain a statewide GIS-Based inventory of archaeological sites and projects conducted in the State of Utah		Kristen
ACTION ITEMS		
Backlog		
Complete data entry and digitization of sites and projects already submitted to UDSH, but not accessioned (ca. 30 ft ³)	12/31/03	Kristen
Verification of plots on UDSH paper maps in 7 remaining counties (IN, BE, PI, SV, SP, EM, WN)	12/31/04	Kristen
Digitize site and project locations on UDSH paper maps (update completed quads, complete quads with no GIS data)	ongoing	Kristen
Inventory of "old" records in agency offices, not yet submitted to UDSH	3/15/03	Agencies
Inventory of outstanding site numbers and project reports assigned to private consultants	8/15/03	Kristen
Complete data entry of "old" records not yet submitted to UDSH – agencies & private consultants	ongoing	Kristen / Agencies
Define procedures for maintaining database	8/15/03	Kristen
Define pathways for e-info exchange- SOP		
Incorporation of Paper records	8/15/03	
Establish procedures for updating site records (i.e. National Register status, Significance, Change in site status).	8/15/03	Kristen / Jim / Eric
Develop new "site condition" definitions – 1 st draft	4/15/03	Bill S. / Kristen
Update & distribute data standards		
GIS – CURES database	3/31/03	Kristen / AGRC
GIS – Data transmittal	2/15/03	Gnomon / Kristen

	Date	Lead
GOAL #2:		
Develop web-based project tracking system to integrate compliance review, resource info, report info, etc.	4/30/03 & 12/31/03	Gnomon/ Kristen
ACTION ITEMS:		
1. Distribute and implement the prototype	10/15/02	Gnomon
2. Test and evaluate the prototype	2/15/02	Gnomon
3. Define interaction with UDSH review and database processes, must relate to state database	3/30/03	Kristen
4. Finalize prototype, distribute and train users	4/30/03	Agencies

	Date	Lead
GOAL #3		
Create a site record generator application to input site data directly into UDSH database	12/31/03	Kristen
ACTION ITEMS		
Define user role / input procedures		
Evaluate retention of site record text		
Evaluate encoded fields		
Define desired product / Proposal		
Award contract		
Product complete		
Distribute and train users		

	Date	Lead
GOAL #4		
Create online access for GIS and other electronic data (site info, project data, project tracking, administrative data, scanned source documents)	12/31/03	Kristen
ACTION ITEMS		
Define internet query applications (GIS / Tabular data / Source documents)		
Identify and evaluate existing applications for suitability		
Revisit/update UDSH data structure for query use		
Purchase product / Award contract		
Product complete		
Establish access policy and procedures, security		
Establish cost recovery structure		
Implement and train users		
Define standards for scanned records		
Scan existing records	Ongoing	
Secure funds for scanning		